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ABSTRACT

The Michigan State Board of Education has adopted rules for teacher certification that will require holders of the continuing certificate or full vocational authorization to renew that certificate every five years. It is required that the applicant for certificate renewal must present evidence of completion of six semester hours of credit from an approved teacher preparation institution or the equivalent in continuing education activities defined and approved by the State Board of Education. This paper sets forth the policy statements and criteria for submittal and preapproval of continuing education programs for certificate renewal. Definitions of key terms used in the provisions are provided. (JD)

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MICHIGAN STATE BOARD OF EDUCATION

POLICIES AND CRITERIA
FOR
CONTINUING PROFESSIONAL EDUCATION
PROGRAMS FOR CERTIFICATE RENEWAL

Michigan Department of Education
Teacher Preparation and Certification Services
Bureau of Postsecondary Education

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PREFACE

On March 7, 1986, the State Board of Education Advisory Subcommittee on Teacher Preparation and Certification took action in support of the Continuing Education Unit (CEU) formula stipulating that one State Board-CEU equals ten contact hours of continuous instruction.

The State Board of Education Advisory Subcommittee on Teacher Preparation and Certification reviewed this document at their May 16, 1986 meeting.

This document was adopted by the Michigan State Board of Education on November 5, 1986.

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CONTINUING PROFESSIONAL EDUCATION PROGRAMS
FOR
CERTIFICATE RENEWAL

The State Board of Education has adopted rules for teacher certification that will require holders of the continuing certificate or full vocational authorization to renew that certificate every five (5) years.

Rule 35 of the Administrative Rules requires that the applicant for certificate renewal must present evidence that he/she has completed six semester hours of credit from an approved teacher preparation institution or the equivalent in continuing education activities defined and approved by the State Board of Education. **This rule applies to continuing certificates and full vocational authorizations issued on or after September 1, 1989.**

The State Board of Education will also consider proposals for administrator certification. Proposals for administrator certification will include a requirement for renewal of the certificate through completion of additional graduate credits or the equivalent in continuing education activities defined and approved by the State Board of Education.

It is recommended that the State Board of Education adopt the following policy statements and criteria for submittal and preapproval of continuing education programs for certificate renewal:

I. **General Provisions**

A. What is the State Board-Continuing Education Unit (SB-CEU)?

1. All applicable SB-CEU programs offered by sponsors for certificate renewal must be preapproved by the State Superintendent.

2. Certificate renewal may be granted on the basis of all semester credit hours (6), all SB-CEUs (18) or any combination of semester credit hours and SB-CEUs.

   One SB-CEU will equal ten (10) contact hours of participation in a classroom, workshop, seminar, conference, or clinic activity in an organized learning setting or involvement in a preapproved professional activity.

   As illustrated:

   10 contact hours equals one SB-CEU (5 contact hours equals .5 SB-CEU)
   30 contact hours equals one semester hour of credit
   3 SB-CEUs equals one semester hour of credit

   The above stated formula will be adjusted to reflect applications from those Michigan colleges and universities operating on a term credit hour basis.

3. Certificate renewal credits/SB-CEUs may not be earned and banked during one 5-year certificate span and applied toward renewal requirements of a subsequent 5-year certificate renewal span.

4. The State Board believes that SB-CEUs given for certificate renewal may be considered by State Board approved teacher education institutions for conversion to academic credit for

purposes of additional certification or endorsements.

5. Only by specified acceptance on the part of the degree granting institution may SB-CEUs given for certificate renewal be converted to academic credit for purposes of initial certification, or advance degree (e.g., M.A. or Ph.D).

B. What institutions or organizations may submit proposals to the State Superintendent to be considered for approval for SB-CEU credits for certificate renewal?

Sponsors (agencies, institutions, and organizations) which may submit applications to the State Superintendent for SB-CEU certificate renewal programs include:

1. Michigan colleges and universities accredited by a recognized national or regional accrediting agency.

2. State Board of Education approved Michigan teacher education institutions.

3. Michigan community colleges accredited by a recognized national or regional accrediting agency.

4. Michigan Department of Education.

5. Local, intermediate, public/private K-12 schools in Michigan.

6. Local, state, or national professional education organizations.

C. What are the provisions for meeting State Board-Continuing Education requirements for certificate renewal?

1. Applications for preapproval of SB-CEU programs/activities must be received by the Department a minimum of 60 calendar days prior to the scheduled implementation of the activity or as part of the application for state/federal education plans or as part of a required state/federal plan for education services that includes provisions for providing continuing education. The Superintendent may grant a waiver to the 60 day requirement under specified extraordinary circumstances.

2. Approval for granting State Board-Continuing Education Units (SB-CEUs) must be received prior to publication of the program as one offering SB-CEUs for the purpose of certification renewal.

3. For purposes of certificate renewal, the six semester hours of course credit or approved professional development programs/activities must be in an area directly related to improving teaching skills, subject matter knowledge or professional knowledge (i.e., knowledge which contributes to curriculum development, school management, or related education services provided to students) on the part of the participant.

4. SB-CEUs for conferences shall be limited to a conference/workshop involving a minimum of 5 contact hours of continuous instruction and a maximum of ten (10) contact hours of continuous instruction.

5. Programs must occur in contact hour increments and include a program total minimum of five contact hours (.5 SB-CEU) of classroom, workshop, seminar, conference, clinic activity

related to a subject-specific common theme. Subject-specific is defined as activities that relate to a single subject area similar to subject-specific courses offered by colleges or universities; i.e., biology, earth science, computer literacy, algebra, reading, creative writing, classroom management, legal problems in education, drug and alcohol abuse, or strategies for teaching the exceptional student.

6. State Board-continuing education credit shall be given for whole hours only. Sixty contact minutes of continuous instruction shall constitute one qualifying hour. For example, 120 contact minutes of continuous instruction shall count for two qualifying hours; however, more than 60 minutes, but less than 120 minutes of continuous instruction shall count for only one qualifying hour. Only contact hours are allowed.

7. State Board continuing education credit shall be given for "continuous instruction" only. The time must be aggregate actual contact time exclusive of coffee breaks, breakfast, luncheon, dinner periods, or any other official breaks in the program or meeting time devoted to announcements, welcoming speeches, or organizational reports.

8. Credit for continuing-education hours shall not be allowed for time expended for out-side study, or independent study which is not preapproved and subject to verification, nor for programs/activities repeated in any continuing education/certificate renewal period.

9. Programs may be preapproved as a 1-3 year unit plan comprised of several programs/activities. Unit plans should relate to long-range plans for professional development on the part of the sponsor. Updates and revisions may be requested during the time period of the unit.

D. What are the criteria for approving proposed programs for the State Board-Continuing Education Unit (SB-CEU) for certificate renewal?

The State Superintendent shall approve continuing education courses or programs pursuant to State Board of Education standards set forth as follows:

1. An organized continuing education course or program shall be a planned learning program designed to promote the continual development of knowledge, skills and attitudes on the part of the teacher or school administrator. The course or program shall be an organized educational experience under responsible sponsorship and capable direction, and shall provide qualified instruction.

2. Planning: The program is planned to meet the educational needs of the group to be served and representatives of that group participate in the planning process. Once a given program is approved by the State Superintendent, it is not intended that a planning committee be convened prior to each time the approved program is offered for SB-CEU credit.

3. A continuing education activity or program shall be developed and presented by a sponsor and/or other presenter, submitted for preapproval by the sponsor with provisions for the following:

a) Records: Administrative support which insures maintenance and availability of adequate records of participation. A permanent record of individual participation shall be maintained by the sponsoring institutions/organizations.

1) The sponsoring organization shall provide to each registrant at the time of successful completion of the program, an evidence of attendance signed by the sponsor's representative (e.g., president or superintendent). This evidence of attendance shall be a State Board of Education approved form stipulating the following:

a) Name and address of sponsor/s.
b) Title of program and description of its contents.
c) CEU contact hours awarded.
d) Name and title of instruction presenter (e.g., instructor, discussion leader, etc.).
e) Dates and times of attendance.
f) Location at which program was given.
g) Brief evaluation of program's merit by the participant.
h) Signature of superintendent or his/her designated representative.

2) The sponsor will be responsible for submitting to the Department of Education, within 30 days after program's/activity's conclusion, information on a State Board approved form listing those participants who successfully completed the program/activity.

3) The sponsor will submit a detailed description of the attendance verification procedure used to insure the accuracy of records regarding participants who successfully completed the program/activity.

b) Budget: An adequate budget and resources shall be provided.

c) Instruction Staff: Appropriate, qualified, competent training staff shall be selected to conduct the continuing education activity. Their credentials must be specified on the preapproved request form with a copy of their professional resume attached. Speakers, lecturers, and others participating in presentation of the program shall be recognized by the profession as being expert and of recognized repute in their field or shall be similarly qualified with credentials also specified on the preapproved request form. Instruction courses offered by private vendors must be recommended as part of a program application submitted by a State Board of Education approved sponsor.

d) Purposes and Objectives: A clear statement of rationale, purposes, goals, and specific objectives is prepared prior to the initiation of the program, based upon a needs assessment process that involves the target group. The program must relate to improving the skills and knowledge of persons engaged in instruction, curriculum development, school management or related education services provided to students.

e) Program: The content and methodologies of the program must be consistent with the stated purposes, goals, and objectives. Delivery methods should allow for active participation and involvement.

f) Facilities: Appropriate and adequate facilities shall be provided.

g) Program Evaluation: An evaluation shall be developed and implemented for each program by the sponsor to determine how well the program objectives are achieved.

h) Performance/Attendance: Regular attendance and participation in the program is a minimum requirement; however, additional criteria for evaluating performance should be established by the planning committee and/or program director.

i) Target Audience: A description of the intended audience shall be provided.

j) Needs Assessment: The specific strategy used to determine the local need for the activity shall be stated.

E. What individual professional activities qualify for State Board-Continuing Education Credit?

1. Certain individual professional activities such as participation in State Board of Education sponsored teacher foreign exchange programs, guest teaching in an advanced degree college or university program, or providing primary instruction at State Board of Education approved workshops or other approved activities may qualify for State Board-Continuing Education credit. This activity must be preapproved and subject to later verification.

2. Preapprovals for individual professional activities of both types (e.g., participation in State Board of Education sponsored teacher foreign exchange programs, or providing primary instruction at a state approved workshop) must be requested by an approved sponsor. Further criteria must be met in addition to general program approval criteria.

a) Requests for preapproval of traveling/guest teaching type individual professional activities must include the following additional criteria:

1. Description of the individualized professional activity including specific intended performance/learning outcomes

2. Specification as to total time and dates involved and SB-CEUs to be awarded

3. Explanation as to how activity meets the goals of the employing district and/or professional (i.e., increases subject matter knowledge; improves instructional skills and knowledge; or contributes to curriculum development, school management or related education services provided to the students)

4. Stipulation of the criteria to be used in evaluating the effectiveness of the activity (i.e., test, paper, performance, etc.)

b) Requests for preapproval of professional activities whereby SB-CEUs are to be granted for instructing in an approved program/activity must include the following additional criteria:

1. Description of the individualized professional activity including specific intended performance/learning outcomes

2. Specification as to total time and dates involved and SB-CEUs to be awarded not to exceed one-half of required SB-CEUs in a renewal period

3. Explanation as to how activity meets the goals of the employing district and/or professional (i.e., increases subject matter knowledge; improves instructional skills and knowledge; or contributes to curriculum development, school management or related education services provided to students)

4. Stipulation of the criteria to be used in evaluating the effectiveness of the activity (i.e., test, paper, performance, etc.)

5. Specification as to method of verification for the activity

3. Professional activities may be preapproved as part of an individual professional development plan developed by the teacher or administrator and a sponsoring school district. The individual plan must be part of the sponsoring school district's long-range plan for professional development.

   In addition to the general program approval criteria, the following requirements apply to requests for preapproval of individual professional plans:

   a) Each plan must include a list and description of each individual activity within the plan including specific intended performance/learning outcomes

   b) Specification as to total time and dates involved and SB-CEUs to be awarded.

   c) Explanation as to how each activity within the plan meets the goals of the employing district and/or professional (i.e., increases subject matter knowledge; improves instructional skills and knowledge; or contributes to curriculum development, school management or related education services provided to students)

   d) Stipulation of the criteria to be used in evaluating the effectiveness of each activity within the plan (i.e., test, paper, performance, etc.)

   e) Specification as to method of verification for each activity within the plan

F. What types of programs are NOT eligible to be awarded the SB-CEU?

1. Orientation programs for staff personnel.

2. Committee meetings.

3. Conferences or assemblies for policy-making purposes and business meetings of societies and associations.

4. Attendance at lecture series or cultural performances.

5. Individual, self-directed studies, or other forms of independent learning experiences which are not preapproved and subject to later verification.

6. Independent writing of articles or research reports or the presentation of reports which are not preapproved and subject to verification later.

7. Programs leading to high school equivalency.

8. Programs delivered through the media (e.g., television, radio, newspaper, correspondence courses) unless media utilization is specified in the request for program approval.

G. How shall the State Superintendent process requests for approval of State Board-Continuing Education Credit?

1. A sponsor seeking approval of continuing education credit shall request forms and instructions from the Department of Education at the following address:

Teacher Preparation and Certification Services
Bureau of Postsecondary Education
Michigan Department of Education
Post Office Box 30008
Lansing, Michigan 48909

2. The State Superintendent shall not consider a request for approval for SB-CEU programs until such time as the information indicated on the forms and instructions is submitted.

3. The Department will respond to applications (approvals, denials, requests for further information, requests for corrections/clarifications and/or completions) for program preapproval no later than 20 WORKING days after the date the application is received.

4. The State Superintendent may deny a request for approval whenever it appears that the request fails to demonstrate compliance with the State Board's intent to further educate certificate holders on subjects related to student instruction, curriculum development, school management, or student support services.

5. All State Board-continuing education programs for certificate renewal may be personally monitored by the State Superintendent.

H. What additional evidence shall certificate holders provide to demonstrate compliance with the renewal requirement for the continuing certificate issued after September 1, 1989?

1. Certificate holders shall provide, in conjunction with the application for renewal of the certificate/authorization, the following:

a. evidence of attendance forms approved by the State Board of Education, signed by the sponsor's agent, and given to each participant of a program at the time of successful completion (see page 4), and

b. transcripts directly from the institution if college/university course credit hours were taken in conjunction with SB-CEUs.

2. The State Superintendent may require additional information.

I. What equivalents or reciprocity shall exist for a teacher or administrator certificate holder who practiced in another state?

1. An applicant for renewal of the certificate who resided or practiced in another state must renew with 6 semester credit hours from an approved Michigan teacher preparation institution or NCATE out-of-state teacher preparation institution.

J. What CEU report/s shall be published by the Department of Education?

1. SB-CEU Annual Report - The Superintendent shall provide a report on an annual basis of approved SB-CEU programs to the State Board of Education.

MANAGEMENT PLAN

The Superintendent will develop a management plan prior to implementation of the Policies, Criteria and Procedures For Continuing Professional Education Programs For Certificate Renewal.

MICHIGAN STATE BOARD OF EDUCATION

POLICIES AND CRITERIA
FOR
CONTINUING PROFESSIONAL EDUCATION
PROGRAMS FOR CERTIFICATE RENEWALS

DEFINITIONS OF KEY TERMS

1. **Equivalency Option:** That which satisfies an educational requirement for certification whereby knowledge, skills or experience was acquired in professional programs/activities outside of credit conferred by an approved college/university teacher preparation program (R 390.152).
2. **Program/Activity:** A planned learning experience in an organized learning setting approved by the State Superintendent or his/her authorized agent designed to promote the continuing development of teaching skills, subject matter knowledge or professional knowledge on the part of the teacher or school administrator.
3. **Individual Professional Activity:** An activity planned by the teacher or administrator and sponsoring school district whereby SB-CEUs are earned in an individualized activity/activities rather than in an organized learning setting (program/activity). Examples would include participation in State Board of Education sponsored teaching foreign exchange programs or guest teaching at a college or university.
4. **SB-CEU (State Board-Continuing Education Unit):** A credit unit conferred to an individual who has taken part in a State Board approved equivalency option program.

   1 SB-CEU = 10 contact hours of continuous instruction in an approved continuing education activity or program.
5. **Contact Hour:** Sixty minutes of continuous instruction from the presentor or his/her authorized agent.
6. **Continuous Instruction:** Aggregate actual contact time, exclusive of coffee breaks, breakfast, luncheon, or dinner periods, or any other official breaks in the approved program/activity.
7. **Program Unit:** A one-to-three year unit consisting of several component programs/activities designed to fulfill the equivalency option. Preapproval may be done on a unit basis.

8. **Subject Specific:** When a program/activity relates to a single subject area, it is considered subject specific; e.g., when an approved program or activity relates to biology or computer instruction, it is "subject specific."

9. **Sponsors:** Agencies, institutions, and organizations authorized by the State Superintendent or his/her authorized agent to submit applications for program/activity preapproval. These are:

   a. Michigan colleges and universities accredited by a recognized national or regional accrediting agency.

   b. State Board of Education approved Michigan teacher education institutions.

   c. Michigan community colleges accredited by a recognized national or regional accrediting agency.

   d. Michigan Department of Education.

   e. Local, intermediate, public/private K-12 schools in Michigan.

   f. Local, state, or national professional education organizations.

10. **Presenter:** Person/s actually providing program/activity instruction. Presenter may be an individual private vendor operating through a sponsor.

Michigan Department of Education
Teacher Preparation and Certification Services
Bureau of Postsecondary Education
November 5, 1986